

## Town Council Meeting: 08 February 2010



Town of Garrett Park  
PO Box 84  
4600 Waverly Avenue  
Garrett Park, MD 20896

Regular Meeting of Town Council  
Garrett Park Town Hall  
10814 Kenilworth Avenue  
Garrett Park, MD 20896

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### MINUTES

**Call to Order:** Mayor Keller called the meeting to order at 6:45 PM. Present were Councilmembers Irons, Mandel, Schulp, and Wegner. Also present was Administrator Pratt and Margaret Soltan of the *Bugle*. A number of Town residents joined the meeting later.

**Approval of Agenda:** The agenda was approved as posted without objection.

**Action/Discussion:**

- Introduction of Ordinance 2010-01: Amendments to the FY 2009 Budget - Mayor Keller reviewed the proposed ordinance amending the FY 2010 budget (Attached to these minutes) with the Council. Councilmember Mandel **MOVED**

That Ordinance 2010-01 Amending the FY 2010 Operating and Capital Budget be introduced as distributed. Councilmember Wegner seconded the motion. Mayor Keller and Administrator Pratt responded to questions from the Council. After extended discussion, the motion was **PASSED** unanimously.

- Ratification of 1/25/10 direction to SAC re: Exceptions for Projections into Setback - Mayor Keller noted that the Land Use Task Force (LUTF) had requested that the Council ratify in this meeting the direction it had given the Setback Advisory Committee (SAC) to follow the Montgomery County standards for exemptions for projections into setbacks, as set forth in the County zoning code. Councilmember Wegner asked if the SAC's opinion had been sought. Councilmember Irons said that the Committee had been consulted and agreed with the proposed change in policy in principal, but had not yet submitted its formal report and impact statement. Councilmember Mandel noted that the Council's hand was forced in that the Council had received a legal opinion supporting the use of the county policy. Mayor Keller asked if it was the sense of the Council that the SAC should use the County policy going forward, which was agreed without objection.

**Town Administrator Report:**

- Monthly Financial Report - Administrator Pratt reviewed the monthly financial report with the Council. Mayor Keller reminded the Council that there was a budget work session scheduled at 9:00 AM on Saturday, February 20<sup>th</sup> in the Town Office.

**Approval of Minutes:** Councilmember Irons **MOVED**

That the minutes of the 01/11/2010 Regular Council Meeting be approved as distributed. Councilmember Schulp seconded the motion, which **PASSED** unanimously.

Administrator Pratt left the meeting. Councilmember Wegner agreed to take notes for the minutes.

**Presentations by Residents:**

- Resident Tara Flynn noted the excellent snow removal work of the maintenance staff.
- Councilmember Irons reported that she was getting complaints from a resident living on Argyle Avenue regarding the long time it was remaining unplowed. Mayor Keller told the Council that the hill would be cleared on Wednesday and asked if snow issues should be a specific area of Council responsibility. There was discussion about emergency preparedness issues.

**Mayor's Report**

- Mayor Keller reported on the status of the Garrett Park Elementary School project, noting that both WSSC and the Board of Education need easements from the Town over Oxford Street and Kenilworth Avenue. WSSC needs to install a below grade sewer vault at the intersection of Oxford and Kenilworth, taking out two willow oaks within the Town right-of-way. The Mayor pointed out that the Town needed to obtain a "right of access" to the Community Center from the Board of Education.
- Mayor Keller briefed the Council on the status of the acquisition by the Town of Garrett Park Estates Local Park and Community Center, noting that the Town would like a quitclaim deed to the property from the Board of Education, free of the 1948 covenants, and that the Parks Department has submitted revised language regarding reversion to the County, which the Mayor has sent to Councilmembers for their review and comment.

**Councilmember's Reports on Areas of Responsibility:**

- Chris Petito reported that he and Councilmember Schulp had held their first meeting with Nursery School representatives regarding the proposed leasing of the Community Center, and that the meeting went well with most items agreed to, but developing specific language remains to be done.
- Councilmember Irons reported that the LUTF was making good progress and had received 96 responses to their survey.

**Adjournment:** The meeting adjourned at 8:45 p.m.

Respectfully Submitted

[TOWN SEAL]

Edwin Pratt, Jr., Clerk-Treasurer

# **Town of Garrett Park**

## **FY 2010 AMENDED BUDGET**

**Ordinance 2010-01**

**To Be Introduced**

**February 8, 2010**

## **Proposed FY 2010 Budget Amendments**

**Revenues:** A projected increase of 4% to \$982,900

**1000 - Taxes & Fees:** FY 2010 REAL ESTATE TAX collections continue to be projected as level with FY 2009 collections of \$440,000. PERSONAL PROPERTY TAX collections to date indicate an increase in projected collections of 12%. The LOCAL INCOME TAX receipts projection has been increased to \$165,000, a 44% reduction from FY 2009 receipts of \$259,000, but on track with current level of receipts. LICENSES & PERMIT fees are running well below projections and have been reduced 25%

**2000 - Intergovernmental Revenues:** HIGHWAY USER FUND receipts for FY 2010 will be only \$4,454, a 90% reduction from FY 2009. The Town has received \$36,000 in Program Open Space (POS) funds for the Cambria Park project, and expects to apply for approximately \$12,000 more in POS funds to help pay for the new Cambria Playground equipment that will be installed in January at an estimated cost of \$25,000. However, these funds will most likely be received in FY 2011. MONTGOMERY COUNTY REVENUE SHARING of \$50,150 has been received, significantly more than the originally projected \$45,000.

**3000 - Service Charges:** There are no recommended changes in these accounts.

**5000- Miscellaneous Revenues:** INVESTMENT EARNINGS have been reduced a further 25% to reflect receipts to date. The increase in RENTS & CONCESSIONS is due to a an increase in the estimates for additional rents at Penn Place, which more than offsets the decrease in Town Hall receipts for resident and non-resident rentals. CONTRIBUTIONS & DONATIONS reflects the receipt of \$5,000 more than anticipated in grants for the Archives as an FY 2009 payment was received after June 30th.

**Reserves & Contingencies:** Increased to a total of \$265,000 or 23% of total budget

Operating Reserve: There is no change in the budgeted transfer of \$50,000 to the OPERATING RESERVE. Its balance is \$185,000.

**Operating Contingency:** The OPERATING CONTINGENCY is returned to its original level of \$30,000.

**Capital Contingency:** This fund is established with an initial transfer of \$50,000.

**Transfers:** A projected increase of 346% to \$165,675

From "Free Cash": There is a projected FY 2010 End Of Year (EOY) "Free Cash" balance of approximately \$316,000, comprising the accumulated surpluses of FY 2008 & FY 2009. It is proposed to transfer \$165,675 of this surplus to the current budget.

**Expenditures:** Increased 17% to \$1,148,575

**10000 Personnel:** The SALARY line remains unchanged. OVERTIME has been increased \$2,500 to \$5,000 to accommodate the recent snowstorms. EMPLOYEE BENEFITS have been increased \$16,250, primarily to allow for a buy-back of accumulated leave, reducing the Town's current liability to approximately \$57,000. PAYROLL TAXES and PENSION CONTRIBUTION have also been adjusted.

**11000 Town Administration:** There are generally modest changes, but the Archives Committee wishes to do substantial work on the Oral History Project in this year, so the ARCHIVES & PUBLIC RECORDS line is increased by \$5,000, increasing the total of these accounts 8%, and PROFESSIONAL FEES are increased \$7,900 due to additional anticipated legal expense due to the acquisition of the Community Center; ELECTED & APPOINTED OFFICIALS increases \$1,000 to accommodate additional special meeting expenses; GENERAL ADMINISTRATIVE EXPENSES increases \$1,900, primarily due to office equipment expenses; and there is a decrease in INSURANCE of \$1,250 due to increased rebates. This brings the total increase in these accounts to \$15,800, or 17%.

**12000 Sponsorships, Etc.:** There is no change in the total of these accounts.

**13000 Buildings & Grounds:** A new line, BUILDINGS & GROUNDS MANAGEMENT, has been added to account for expenditures common to all Town buildings. Most of the additional \$2,000 reflects expenditures on a key management system. PENN PLACE and TOWN HALL increases reflect additional repair expense. The concrete apron in front to the MAINTENANCE FACILITY was also repaired. Also, a new line for the COMMUNITY CENTER has been added, with an estimated \$6,500 in new expenses, primarily related to the survey work the Town performed in the early summer. This brings the total increase in these accounts to \$21,525, or 26%.

**14000 Town Services:** No change here.

**16000 Equipment Repair & Maintenance:** This account can be reduced by \$1,250 (9%) based on revised projections for repairs and fuel costs.

**17000 Publication Expenses:** No change here.

**18000 Conferences, Etc.:** No change here.

**19000 Operating Contingency:** This is returned to \$30,000.

**23000 Transfers to Capital:** This is increased \$104,200 to \$166,200 (168%) to account for additional projected costs in beginning the repair of the Shelley Court Drain (+\$5,000), replacing of the playground equipment at Cambria Park (+\$13,000), establishing a CAPITAL CONTINGENCY fund of \$50,000, and purchasing a new truck for \$30,000 to replace the 1993 Chevrolet pickup, which has an estimated \$5,000 in needed repairs to keep it roadworthy. Also, it is time to pay the retainage on the road repairs and Cambria Park improvements, funds held to insure full compliance by NZI Construction with the terms of the contacts. The additional amounts are \$4,1000 for Cambria Park, and \$12,100 for the road reconstruction.

**25000 Transfers to Operating Reserve:** This transfer remains at \$60,000, bringing the total OPERATING RESERVE to \$185,000, 20% of the operating budget.

**Total Expenditures & Overall Budget Policy:** The total budget is increased \$165,900 (17%) to \$1,148,575. However, the bulk of this increase is to fund CONTINGENCIES, RESERVES, and the CAPITAL FUND. The primary source of the additional funds to support this increase is an accumulated surplus ("Free Cash") in the Town's Treasury. The proposed increased transfer from "Free Cash" to the budget of \$165,675 consumes approximately 52% of the total projected for the end of FY 2010. The intent is to avoid the accumulation of excessive cash, particularly in this time of reduced interest rates, and to put the money to work improving the Town's infrastructure. While these are hard times for most governmental jurisdiction, Garrett Park is in a strong financial condition, and can retain prudent, conservative reserves while expanding expenditures to repair and improve the Town's storm drains, roads, buildings, and parks, and replace worn-out equipment. It is expected that the FY 2011 budget will continue this approach.

# TOWN OF GARRETT PARK

## Revised FY 2010 Budget

March 8, 2010

	INCREASE	DECREASE	UNCHANGED	
RECEIPTS				
	Current Budget FY 2010	Proposed Change	Proposed Budget Ord 2010-01	% Change
<b><u>1000 - Taxes &amp; Fees</u></b>	<b><u>\$613,600</u></b>	<b><u>\$12,700</u></b>	<b><u>\$626,300</u></b>	<b><u>2%</u></b>
<b>1100 -- Local Property Taxes</b>	<b>\$450,500</b>	<b>\$1,000</b>	<b>\$451,500</b>	<b>0%</b>
1110 -- Real Property Taxes	\$440,000	\$0	\$440,000	0%
1120 -- Personal Property Taxes	\$9,500	\$1,100	\$10,600	12%
1170 -- Penalties & Interest	\$750	\$50	\$800	7%
1180 -- Homestead Tax Credit	\$250	(\$150)	\$100	-60%
<b>1200 -- Local Income Taxes</b>	<b>\$150,000</b>	<b>\$15,000</b>	<b>\$165,000</b>	<b>10%</b>
<b>1300 -- Other Local Taxes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>1400 -- Licenses and Permits</b>	<b>\$13,100</b>	<b>(\$3,300)</b>	<b>\$9,800</b>	<b>-25%</b>
<b><u>2000 - Intergovernmental Revenues</u></b>	<b><u>\$72,300</u></b>	<b><u>\$18,300</u></b>	<b><u>\$90,600</u></b>	<b><u>25%</u></b>
<b>2200 -- From State of Maryland</b>	<b>\$35,000</b>	<b>\$5,450</b>	<b>\$40,450</b>	<b>16%</b>
<b>2300 -- From Montgomery County</b>	<b>\$37,300</b>	<b>\$12,850</b>	<b>\$50,150</b>	<b>34%</b>
<b><u>3000 - Services Charges</u></b>	<b><u>\$127,350</u></b>	<b><u>\$0</u></b>	<b><u>\$127,350</u></b>	<b><u>0%</u></b>
<b>3100 -- General Government Charges</b>	<b>\$550</b>	<b>\$0</b>	<b>\$550</b>	<b>0%</b>
<b>3200 -- Municipal Refuse Collection Fees</b>	<b>\$126,800</b>	<b>\$0</b>	<b>\$126,800</b>	<b>0%</b>
<b><u>4000 - Fines &amp; Forfeitures</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>0%</u></b>
<b><u>5000 - Miscellaneous Receipts</u></b>	<b><u>\$132,300</u></b>	<b><u>\$6,350</u></b>	<b><u>\$138,650</u></b>	<b><u>5%</u></b>
<b>5100 -- Investment Earnings</b>	<b>\$2,000</b>	<b>(\$500)</b>	<b>\$1,500</b>	<b>-25%</b>
<b>5200 -- Rents and Concessions</b>	<b>\$120,200</b>	<b>\$1,850</b>	<b>\$122,050</b>	<b>2%</b>
5210 -- Town Hall Rents	\$20,000	(\$2,100)	\$17,900	-11%
5220 -- Penn Place Rents	\$98,275	\$3,950	\$102,225	4%
5230 -- Swimming Pool Association	\$1,925	\$0	\$1,925	0%
<b>5300 -- Contributions and Donations</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$15,000</b>	<b>50%</b>
<b>5500 -- Sale of Property</b>	<b>\$100</b>	<b>\$0</b>	<b>\$100</b>	<b>0%</b>
<b>5900 -- Miscellaneous - Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Annual Operating Receipts:</b>	<b>\$945,550</b>	<b>\$37,350</b>	<b>\$982,900</b>	<b>4%</b>
<b><u>9000 - Transfers In</u></b>	<b><u>\$37,125</u></b>	<b><u>\$128,550</u></b>	<b><u>\$165,675</u></b>	<b><u>346%</u></b>
<b>Total Receipts:</b>	<b>\$982,675</b>	<b>\$165,900</b>	<b>\$1,148,575</b>	<b>17%</b>



# Town of Garrett Park Revised FY 2010 Budget

March 8, 2010

		INCREASE	DECREASE	UNCHANGED	
EXPENDITURES	Current Budget FY2010	Proposed Changes	Proposed Budget Ord. 2010-01	% Change	
<b><u>10000 - Personnel</u></b>	<b><u>\$352,850</u></b>	<b><u>\$16,000</u></b>	<b><u>\$368,850</u></b>	<b><u>5%</u></b>	
10100 -- Salaries	\$246,700	\$0	\$246,700	0%	
10200 -- Overtime	\$2,500	\$2,500	\$5,000	100%	
10300 -- Benefits	\$75,650	\$16,250	\$91,900	21%	
10400 -- Payroll Taxes, Etc.	\$28,000	(\$2,750)	\$25,250	-10%	
<b><u>11000 - Town Administration</u></b>	<b><u>\$95,600</u></b>	<b><u>\$15,800</u></b>	<b><u>\$111,400</u></b>	<b><u>17%</u></b>	
11100 -- Elected & Appointed Officials	\$9,500	\$1,000	\$10,500	11%	
11200 -- Elections	\$1,500	\$0	\$1,500	0%	
11300 -- Archives & Public Records	\$15,000	\$6,000	\$21,000	40%	
11400 -- General Administrative Expenses	\$20,600	\$1,900	\$22,500	9%	
11700 -- Professional Fees	\$37,500	\$7,900	\$45,400	21%	
11800 -- Insurance	\$10,250	(\$1,250)	\$9,000	-12%	
11900 -- Town Administration - Other	\$1,250	\$250	\$1,500	20%	
<b><u>12000 - Sponsorships, Subscriptions, Dues</u></b>	<b><u>\$10,500</u></b>	<b><u>\$0</u></b>	<b><u>\$10,500</u></b>	<b><u>0%</u></b>	
12100 -- Membership Dues	\$3,500	(\$300)	\$3,200	-9%	
12200 -- Sponsorships	\$6,800	\$300	\$7,100	4%	
12300 -- Subscriptions	\$200	\$0	\$200	0%	
<b><u>13000 - Building &amp; Grounds</u></b>	<b><u>\$83,725</u></b>	<b><u>\$21,525</u></b>	<b><u>\$105,250</u></b>	<b><u>26%</u></b>	
13100 -- Buildings & Grounds Management	\$0	\$2,000	\$2,000		
13200 -- Penn Place	\$72,500	\$4,050	\$76,550	6%	
13300 -- Town Hall	\$10,975	\$1,725	\$12,700	16%	
13400 -- Maintenance Facility	\$250	\$7,250	\$7,500	2900%	
13500 -- Community Center	\$0	\$6,500	\$6,500		
<b><u>14000 - Town Services</u></b>	<b><u>\$223,400</u></b>	<b><u>\$0</u></b>	<b><u>\$223,400</u></b>	<b><u>0%</u></b>	
14100 -- Roads & Sidewalks	\$64,950	(\$1,300)	\$63,650	-2%	
14200 -- Stormwater Drainage	\$550	\$2,450	\$3,000	445%	
14300 -- Municipal Refuse Removal	\$126,800	(\$5,000)	\$121,800	-4%	
14400 -- Arboretum	\$21,600	\$5,950	\$27,550	28%	
14500 -- Fees	\$2,900	(\$1,650)	\$1,250	-57%	
14600 -- Parks	\$6,600	(\$450)	\$6,150	-7%	

<b>EXPENDITURES</b>	<b>Current Budget FY2010</b>	<b>Proposed Changes</b>	<b>Proposed Budget Ord. 2010-01</b>	<b>% Change</b>
<u><b>16000 - Equipment Maintenance &amp; Repair</b></u>	<u><b>\$14,500</b></u>	<u><b>(\$1,250)</b></u>	<u><b>\$13,250</b></u>	<u><b>-9%</b></u>
<u><b>17000 - Publication Expenses</b></u>	<u><b>\$1,000</b></u>	<u><b>\$1,500</b></u>	<u><b>\$2,500</b></u>	<u><b>150%</b></u>
<u><b>18000 - Conferences &amp; Conventions</b></u>	<u><b>\$2,500</b></u>	<u><b>\$0</b></u>	<u><b>\$2,500</b></u>	<u><b>0%</b></u>
<u><b>19000 - Contingency</b></u>	<u><b>\$23,000</b></u>	<u><b>\$7,000</b></u>	<u><b>\$30,000</b></u>	<u><b>30%</b></u>
<u><b>20000 - Interest, Depreciation, Debt</b></u>	<u><b>\$60,600</b></u>	<u><b>\$925</b></u>	<u><b>\$61,525</b></u>	<u><b>2%</b></u>
<u><b>21000 - Taxes &amp; Bad Debt</b></u>	<u><b>\$3,000</b></u>	<u><b>\$200</b></u>	<u><b>\$3,200</b></u>	<u><b>7%</b></u>
<b>Total Operating Expense:</b>	<b>\$870,675</b>	<b>\$61,700</b>	<b>\$932,375</b>	<b>7%</b>
<u><b>23000 - Transfer to Capital Project Fund*</b></u>	<u><b>\$62,000</b></u>	<u><b>\$104,200</b></u>	<u><b>\$166,200</b></u>	<u><b>168%</b></u>
<u><b>25000 - Transfer to Operating Reserve</b></u>	<u><b>\$50,000</b></u>	<u><b>\$0</b></u>	<u><b>\$50,000</b></u>	<u><b>0%</b></u>
<b>Expenses: Budgeted:</b>	<b>\$982,675</b>	<b>\$165,900</b>	<b>\$1,148,575</b>	<b>17%</b>

# TOWN OF GARRETT PARK

## Revised FY 2010 Budget

### Capital Budget

March 8, 2010

INCREASE    DECREASE    UNCHANGED

Account	Prior Year Appropriation 06/30/08	FY 2009 Capital Budget Ord. 2008-08	Total Capital Appropriation 07/01/09	Proposed Changes to Capital Budget	Proposed Capital Budget Ord. 2010-01
<b><u>23000 - CAPITAL BUDGET</u></b>	<b><u>\$29,433</u></b>	<b><u>\$62,000</u></b>	<b><u>\$91,433</u></b>	<b><u>\$104,200</u></b>	<b><u>\$166,200</u></b>
23100 - Capital Purchases	\$121	\$0	\$121	\$30,000	\$30,000
23150 - Capital Equipment				\$30,000	\$30,000
<b>23200 - Capital Construction</b>	<b>\$25,771</b>	<b>\$57,000</b>	<b>\$82,771</b>	<b>\$24,200</b>	<b>\$81,200</b>
23210 - Construction: Facilities	\$16,215	\$20,000	\$36,215	(\$5,000)	\$15,000
23220 - Construction: Streets & Curbs	\$878	\$5,000	\$5,878	\$7,100	\$12,100
23230 - Construction: Utilities	\$0	\$0	\$0	\$0	\$0
23240 - Construction: Sidewalks	\$0	\$0	\$0	\$0	\$0
23250 - Construction: Storm Drains	\$8,000	\$15,000	\$23,000	\$5,000	\$20,000
23260 - Construction: Parks & Recreation	\$678	\$17,000	\$17,678	\$17,100	\$34,100
23290 - Construction: Other	\$0	\$0	\$0	\$0	\$0
<b>23300 - Arboretum Capital Expense</b>	<b>\$3,541</b>	<b>\$5,000</b>	<b>\$8,541</b>	<b>\$0</b>	<b>\$5,000</b>
<b>23800 - Capital Planning Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>23900 - Capital Budget Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>

# TOWN OF GARRETT PARK

## Revised FY 2010 Budget

### Capital Program

March 8, 2010

INCREASE      DECREASE      UNCHANGED

Project	Total Capital Program 07/01/09	Capital Expenditures 02/28/10	Proposed Changes to Capital Program 02/08/10	Proposed Capital Program Ord. 2010-01	Remaining Appropriation 03/08/10
<b>CAPITAL PROGRAM</b>	<b>\$91,433</b>	<b>\$30,038</b>	<b>\$113,000</b>	<b>\$166,200</b>	<b>\$172,814</b>
<b>Capital Purchases</b>	<b>\$121</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,121</b>
Pickup Truck w/Plow (FY 10)			\$30,000	\$30,000	\$30,000
<b>Capital Construction</b>	<b>\$82,771</b>	<b>\$30,038</b>	<b>\$33,000</b>	<b>\$81,200</b>	<b>\$85,733</b>
Cambria Park POS Project (FY 80, 09)	\$678	\$538	\$0	\$4,100	\$140
Cambria Park Playground (FY10)	\$12,000	\$12,000	\$13,000	\$25,000	\$13,000
North Kenilworth Drain Repairs (FY09, 10)	\$23,000	\$12,500	\$0	\$15,000	\$10,500
Shelley Court Drain Repairs (FY10)	\$0	\$0	\$20,000	\$5,000	\$20,000
Penn Place Exterior Repairs (FY10)	\$15,000	\$0	\$0	\$15,000	\$15,000
Town Hall (CIP, p17)(FY10)	\$21,215	\$0	\$0	\$0	\$21,215
Yeandle Park (FY10)	\$5,000	\$5,000	\$0	\$5,000	\$0
Street Rehabilitation (FY09, 10)	\$5,878	\$0	\$0	\$12,100	\$5,878
<b>Arboretum Capital Expense</b>	<b>\$8,541</b>	<b>\$1,581</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$6,960</b>
<b>Capital Planning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>